



## ***Administrative Procedure***

# **PRC-PRO-SH-7085**

## **Safety Responsibility**

**Revision 0, Change 1**

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<h1><b>Administrative Use</b></h1>
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## 1.0 PURPOSE

These requirements identify the fundamental occupational safety and health-related rights and responsibilities of employees. Included herein are the safety-related responsibilities inherent to hosting and escorting Site Visitors. It provides a foundation for the CH2M HILL Plateau Remediation Company (CHPRC) Team to meet its obligation for worker protection promulgated under the 10 CFR 851, U.S. Department of Energy (DOE) Worker Safety and Health Program), and the Occupational Safety and Health Administration ( 29 CFR Parts 1910 and 1926).

## 2.0 SCOPE

This Level 1 Document is applicable to CHPRC Team employees.

This document implements the Integrated Environment Safety and Health Management System (ISMS) Core Functions of performing work within controls, and providing feedback and continuous improvement.

This document implements portions of DOE O 226.1, Implementation of Department of Energy Oversight Policy.

## 3.0 IMPLEMENTATION

This document is effective upon publication.

## 4.0 PROCESS

### 4.1 Contractor Responsibilities

Actionee	Step	Action
Contractors	1.	Comply with the following safety and health standards that are applicable to the hazards at their covered workplace: <ul style="list-style-type: none"><li>Title 10 CFR Part 851, "Worker Safety and Health Program"</li><li>Title 29 CFR Part 1910, "Occupational Safety and Health", excluding 29 CFR 1910.1096, "Ionizing Radiation."</li><li>Title 29 CFR 1926, "Safety and Health Regulations for Construction."</li></ul>
	2.	Provide a place of employment that is free from recognized hazards that are causing or have the potential to cause death or serious physical harm to workers.
	3.	Ensure workers are properly trained and qualified for the job assigned to them.
	4.	Provide the financial resources and manpower to ensure the maintenance of appropriate levels of worker protection.

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Actionee	Step	Action
	5.	Clearly communicate employee's safety and health responsibilities and their company-level safety and health requirements which they are held accountable to follow.
		<b>NOTE:</b> <i>For regular exempt and salaried nonexempt employees, the Annual Performance Evaluation serves as a useful method for defining individual safety and health responsibilities.</i>
	6.	Provide mechanisms to involve workers and their elected representatives in the development of the worker safety and health program goals, objectives, and performance measures and in the identification and control of hazards in the workplace.
	7.	Empower the workforce with the requisite authority and resources to meet their assigned responsibilities.
	8.	Develop organizational objectives and improvement plans to achieve established safety and health goals.
	9.	Perform routine walkthroughs of the workplace to review safety and health performance.
	10.	Inform workers of their rights and responsibility by appropriate means, including posting the DOE-designated "It's the Law" Poster in the workplace where it is accessible to all workers. (See <a href="#">Appendix B</a> ) (This requirement can be satisfied by completion of Hanford General Employee Training)
	11.	Promote safe work habits and safety awareness in accordance with PRC-MP-MS-003, <i>Integrated Environment, Safety, and Health Management System Description</i> .
	12.	Maintain involvement in the following activities, as they apply to the function of the organization: <ul style="list-style-type: none"><li>• Hazard evaluation.</li><li>• Worksite inspections and assessments.</li><li>• Safety meeting and committee functions.</li><li>• Safety and health policy development.</li><li>• Pre-job briefings.</li><li>• Resolution of safety concerns.</li><li>• Accident/near miss investigation and corrective action planning.</li></ul>
	13.	Consider employee physical limitations and medical work restrictions in assignment of tasks.
	14.	Communicate safety and health policies to workers on a periodic basis.

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Actionee	Step	Action
	15.	Enforce safety and health requirements with consistency in accordance with established disciplinary programs to workers, visitors, vendors, and contractors.

#### 4.2 Worker Responsibilities

Actionee	Step	Action
Employee	1.	Promptly notify management of events or conditions that could have an adverse effect on worker safety. Wherever possible, the unsafe act/condition observed shall be immediately corrected.
	2.	STOP WORK until an identified safety and health hazard has been effectively corrected or controlled according to PRC-PRO-SH-3468, <i>Stop Work Responsibility</i> .
	3.	Heed safety notices and warnings (e.g., signs, postings, memos, tags, procedures, etc.).
	4.	Work defensively and be watchful that co-workers are not placed at uncontrolled risk.
	5.	Submit ideas and suggestions for safety improvement to their manager.
	6.	Report injuries/illnesses and medically imposed work restrictions to their manager.
	7.	Participate in initiatives sponsored by safety/accident prevention councils (e.g., Presidents' Zero Accident Council and Employee Zero Accident Councils).
	8.	Attend scheduled safety meetings in accordance with PRC-RD-SH-10743, <i>Safety Communications</i> .
	9.	Operate power-driven equipment and machinery only after being trained in its safe use.

#### 4.3 Hosting Visitors

**NOTE:** Additional safety responsibilities may apply. Refer to [Section 4.4](#).

Actionee	Step	Action
Host	1.	Determine and identify the level of Visitor safety training or orientation required for the work areas to be accessed and the scope of activities to be performed.
	2.	Ensure that the Visitor(s) completes the safety training or orientation required for the visit.

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Actionee	Step	Action
	3.	Serve as an Escort, or delegate an Escort, to accompany the Visitor(s) during the course of a visit where a Safety Escort is required.
<b>NOTE:</b> <i>A Safety Escort will have supplemental duties, where security escorting is required. Refer to HNF-RD-12524, <u>Escorting</u>, and the "Escorting and Host Visit Requirements" located on the Safeguards and Security website.</i>		

#### 4.4 Escorting Visitors

Actionee	Step	Action
Escort	1.	Ensure that the Visitor(s) under their surveillance remain within sight and/or verbal communications.
<b>NOTE:</b> <i>The purpose of such direct, close contact, from a safety perspective, is based on the need to maintain immediate control and monitoring of the Visitor's well-being in all situations.</i>		
	2.	Oversee and direct the safe conduct and actions of the Visitor(s).
	3.	Convey special safety instructions and information commensurate with the activities, to include an identification of hazards to which the Visitor(s) may be exposed.
	4.	Ensure that the Visitor(s) access only those areas approved for the visit.
	5.	Avoid traversing their Visitor(s) through work areas where they are unnecessarily exposed to co-located work activities.
	6.	Arrange for prompt first aid or medical care of an injured or ill Visitor, if needed.
	7.	Ensure that the Visitor(s) come prepared with, or are otherwise provided with the personal protective equipment (e.g., hard hat, eye protection, footwear, radiological) required to be worn for the scope of the intended visit.
<b>NOTE:</b> <i>Coverall safety glasses with side shields are to be issued to the Visitor(s) who wears prescription glasses that are not equipped with impact resistant lenses and side shields.</i>		

## **5.0 SOURCES**

### **5.1 Requirements**

10 CFR 851, U.S. Department of Energy, *Worker Safety and Health Program*

10 CFR 851.10 (a)(1); Provide a place of employment that is free from recognized hazards that are causing or have the potential to cause death or serious physical harm to workers.

10 CFR 851 .23(a) (3) and .23(a)(7), Contractors must comply with the following safety and health standards that are applicable to the hazards at their covered workplace: (3) Title 29 CFR Part 1910, Occupational Safety and Health, excluding 29 CFR 1910.1096, "Ionizing Radiation." and Title 29 CFR 1926, "Safety and Health Regulations for Construction."

29 CFR 1910, U.S Department of Labor, *Occupational Safety and Health*

29 CFR 1926, *Safety and Health Regulations Standards*

48 CFR 970.5223-1, DOE Acquisition Regulation (DEAR), *Integration of Environment, Safety and Health into Work Planning and Execution*

CRD O 226.1 (Supp Rev 0), *Implementation of Department of Energy Oversight Policy*

RRD 005, Rev. 1, *Worker Safety*

### **5.2 References**

HNf-RD-12524, *Escorting*

PRC-MP-MS-003, *Integrated Environment, Safety, and Health Management System Description*

PRC-PRO-SH-3486, *Stop Work Responsibility*

PRC-RD-SH-10743, *Safety Communications*

## **6.0 APPENDIXES**

[Appendix A](#), The Worker's Bill Of Rights

[Appendix B](#). It's the Law Poster



**APPENDIX A. The Worker's Bill of Rights**

*Every employee performing work on the Hanford Site has the following guaranteed rights, without fear of reprisal:*

1. The RIGHT TO HAZARD INFORMATION associated with work tasks, provided in a timely manner.
2. The RIGHT TO CONTRIBUTE to job hazard analysis, employee job task analysis, accident investigations, pre-job planning, worksite inspections, assessments, safety meetings, safety committee activities, special task teams, policy/procedure development, safety training, safety goals and objectives, etc.
3. The RIGHT TO FILE A COMPLAINT with the Employer or cognizant DOE Field Office to request a work place inspection or otherwise address a safety or health concern.
4. The RIGHT TO REFUSE OR STOP WORK until an identified safety and health hazard has been effectively corrected or controlled.
5. The RIGHT TO PERSONAL PROTECTIVE EQUIPMENT provided by the company as required by the hazards associated with the activity or work location.
6. The RIGHT TO IDENTIFY error precursors and error likely situations related to work tasks and conditions, PRACTICE error reduction techniques, and PARTICIPATE in activities designed to minimize human performance related events.
7. For all employees, and where applicable in accordance with the Collective Bargaining Unit Agreement:
  - The RIGHT TO ACTIVELY PARTICIPATE in Voluntary Protection Program Initiatives.
  - The RIGHT TO BE CONSIDERED for participation with safety committee activities.
8. The RIGHT TO PERSONAL EXPOSURE MONITORING for toxic materials and harmful physical agents and access to the records of acquired monitoring, bioassay, and exposure data.
9. The RIGHT TO BE INFORMED about results of accident investigations and workplace inspections.
10. The RIGHT TO ACCESS personal safety and health records.

*These rights are guaranteed and it is the responsibility of management, employees and unions to uphold these rights and respect those that invoke them for their personal safety or the safety of others. These rights shall be communicated to all employees including subcontractor employees and shall be posted conspicuously.*

**APPENDIX B. It's the Law Poster**

# **You Have a Right to a Safe and Healthful Workplace IT'S THE LAW!**

- ✓ You have the right to notify your employer or the local Department of Energy (DOE) office about workplace hazards, without reprisal. You may ask that your name not be used.
- ✓ You have the right to participate in the activities referenced in 10 CFR 851 "Worker Safety and Health Program," on official time.
- ✓ You have the right to access copies of DOE worker protection publications; the worker safety and health program for your workplace; and the standards, controls, and procedures that apply to your workplace.
- ✓ You have the right to have access to some accident and illness recordkeeping logs and the information in records of any workplace illness or injury that you experienced.
- ✓ You have the right to observe monitoring or measuring of hazardous agents, to receive the results of your own monitoring, and be notified when monitoring results indicate an overexposure.
- ✓ You have the right to have a representative accompany the DOE's Director for enforcement or the Director's authorized personnel during the inspection of your workplace.
- ✓ You have the right to request and receive results of inspections and accident investigations.
- ✓ You have the right to decline to perform an assigned task because of your reasonable belief that, under the circumstances, the task poses an imminent risk of death or serious physical harm to you, coupled with your reasonable belief that there is insufficient time to seek effective redress through the normal hazard reporting and abatement procedures.
- ✓ Your employer must post this notice in your workplace.



Title 10 CFR 851 requires DOE contractors to provide their workers with a safe and healthful workplace. To obtain more information about those requirements and your rights; seek advice or assistance; or report an emergency contact your supervisor, your local DOE office, or the DOE Office of Health, Safety and Security (<http://www.hss.energy.gov>). Additional inquiries or concerns may be addressed to the Employee Concerns Manager at the local DOE office at PO Box 550 A0-95, Richland, WA 99352 (city, state, zip code).

